

August 15, 2003

Combined Federal Civilian Agencies
Household Goods Relocation and Freight Committee
Crystal Mall 3 – Room C-43
August 6, 2003

Meeting Facilitator - Scott Tiedt, Chief, Transportation Programs Branch

Scott opened and facilitated the meeting.

Welcome - Charlie Hill (National Oceanic & Atmospheric Administration), Executive Director, Household Goods Relocation Committee and Rocky Loewner (Federal Emergency Management Agency), Executive Director, Freight Committee.

Charlie welcomed the committee and encouraged participation from all members. He also offered his support to the membership. He is their liaison to GSA and is willing to raise their concerns. Rocky reiterated Charlie's comments and stated his willingness to work with all agency participants working in the freight environment.

Office of Governmentwide Policy Transportation Initiatives - Ted Bembenek

Ted discussed the distribution of the federal freight revenue. He gave updates on his group's initiatives including KnowNet Working Group and the Transportation Security Working Group. Ted encouraged attendance and participation at the upcoming March 2004 MTMC Symposium in Denver. This is a joint venture with MTMC. (Ted's presentation, FSS-Update, is attached.)

TMSS Update - Scott Tiedt

Scott provided the group with a review of the June 18th TMSS Kick-off meeting, the Federal civilian agencies training, and the upcoming transportation service provider (TSP) training which is scheduled for August 19th through August 22nd in Crystal City. The GSA Region 6 office is also offering TSP training on August 19th and 20th. TSP training will cover system access, administrative functions and heavily on the on-line rate filing process. Scott mentioned that training would be a continuous process as we bring on new TMSS modules. Also see the TMSS Home page at www.moveit.gsa.gov and select training for other offered training.

Bill of Lading – In the replaced ITMS system, customers used the Transportation Services Order (TSO) to order services from a TSP. The TSO is a stand-alone product temporarily used to replace the 9-part GBL. The TMSS B/L will be largely pre-populated from other modules within the system and therefore will be integrated within the total encompassing TMSS system. Format and structure will soon be finalized.

Scott conducted a live TMSS demonstration and covered all features on the TMSS Home page and on the Main page. Prior to the demonstration, Scott provided a hand out and covered the existing, incremental and full functionality of the TMSS system (Functionality Access.ppt is attached). He also provided a handout that covered the levels of access to the system, which are System Administrator, Group Administrator, Proxy User, Business User, and Guest (attached). Scott covered the following features in his demonstration: Freight Query, Freight Report, Household Goods Query, Household Goods Report, Account Info, Mailing list, Proxy Login, Customer Approval, User Profile Admin, Proxy User Admin, Define SRO.

Household Goods Industrial Funding Fee (IFF) – Scott Tiedt

Scott discussed results of the HHG Quarter 1, 2003 IFF. GSA changed the HHG IFF from a flat rate per shipment of \$145 to a percentage per shipment of 1.5% for international and 2.5% for domestic effective November 1, 2002. GSA's goal is for the percentage fee to stay in line with the old flat fee. This is the first full quarter under the IFF conversion calculation method from flat fee to percentage based. The data collected about a week prior to this meeting was not encompassing because all shipments reports were not received. Preliminary data indicates that on average our percentage is within \$3.50 of our mark of \$145 per shipment. GSA will continue to monitor the results and report periodically to the committee.

Tighter Cargo Security Proposed

Department of State provided an article regarding tighter cargo security by US customs officials. US Customs and Border Protection, which fall under the Department of Homeland Security is proposing stiff new regulations requiring advance notice of inbound cargo to the United States (Cargo Security.pdf is attached).

Discussion and Open Forum

Transportation Service Providers' Quarterly Meeting

GSA will meet with the transportation service providers on November 5th. Executive Directors, Charlie Hill and Rocky Loewner, will be invited to attend. The industry has been asking for this meeting and GSA would like to better foster this relationship. The meeting invitation will be distributed early September.

Unaccompanied Air Baggage – Ed Davis

The Office of Governmentwide Policy's (OGP) intentions are and they are working towards having a separate allowance for UAB and the 18,000 pounds net weight household goods. Changes involving monetary outlay of funds require legislation approval. Until passage of a law (which may take years), UAB allowance for people not operating under Foreign Affairs Manual (FAM) or Department of Defense (DoD) rules must come directly from the household goods allowance committee. OGP is still in the process of updating the "Shipment of Unaccompanied Baggage (UAB)" policy letter dated May 1, 2003 (Relocation Advisory #1.doc is attached). OGP will send out rules to cover the interim period until legislation is passed. OGP is also currently in the processing

of preparing a proposed rule to revise the FTR on many relocation regulatory initiatives, UAB is just one of the initiatives, OGP hopes to release in late September, after OGP has their Relocation Best Practices Committee and legal folks review it.

Freight IFF Procedures

Currently, agencies submit the industrial funding fees (IFF) on freight shipments. TMSS provides an excellent opportunity to utilize increased automation and change the collection procedures. Final determination has not yet been made, but is expected that the back end processor or payment system will capture the fee. This new procedure will relieve the agencies from budgeting separately for GSA IFF. GSA believes including the IFF in the rate will greatly simplify the freight process for Federal agencies.

Proposed Transportation Convention

GSA has received feed back from the TSP industry and Federal civilian agencies about wanting to have a "Transportation" convention. This convention would be for TSPs and transportation related personnel to discussion industry issues and to give both sides a viable arena to communicate. Feedback has told us that the GSA EXPO is to large and does not give TSPs the ability to adequately sell their products and does not allow agency representatives to communicate in an adequate environment with TSP reps. GSA is looking at avenues to co-sponsor with the American Moving and Storage Association to set up a joint convention. Dates being considered include early February, though no date has been set. Though Arlington/Crystal City was mentioned as a possible location, actual location is TBD and may be outside the local DC area. Expect freight TSPs will be invited as well even though GSA is working closely with AMSA.

Automated Transportation System

The Office of GovernmentWide Policy is proposing policy to make it mandatory to use automated transportation methods to move freight and household goods. Though the exact verbiage is not yet proposed, GSA/FSS believes that TMSS is an effective shipper system only to get better that will enable virtually all non-automated agencies to automate their manual processes. TMSS is on-line and requires no extra client server software making it available to most agency shipper personnel.

Future Scheduled Committee Meetings

November 18, 2003 - Joint meeting with the Governmentwide Transportation Policy Council and combined Federal Civilian Agencies Freight and Household Goods Relocation Committees. Tentative location is the GSA building on 18th and F.

ATTENDEES

NAME		AGENCY
1	Susan Pratt	BOP
2	Bill Fouts	DHS
3	Norman Mixon	DOJ
4	Luis Rogue	DOS
5	Al Demarcki	EPA
6	Gerald Folson	DOS
7	Angela McKeithen	GSA-FBLE
8	Rocky Loewner	DHS-FEMA
9	Ann Tinker	FBI
10	Scott Tiedt	GSA-FBLF
11	Ed Davis	GSA-OGP-MTT
12	Ted Bembenek	GSA-OGP-MTT
13	John Wheeler	GSA-Region 3
14	Mathis Gardner	GSA-Region 3
15	Hazel Skinner	FBI
16	Mary Keenan	GSA-Region 4
17	Ed Hodges (telephone)	GSA-Region 6
18	William Bardwell	VA
19	Elizabeth Allison	GSA-OGP-MTT
20	Duncan Calcote	US SS
21	Charles Hill	NOAA
22	Sharon Eckroth (telephone)	GSA-Region 9
23	Ivan Thomas	FAA
24	Gracie Poindexter Turner	US SS
25	Elaine Plotkin	USDA
26	Mary Anne Sykes	GSA-FBFL